

CITY OF AUSTIN
PURCHASING OFFICE
SECTION 0600: PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP 1100 EAL3011
DISTRIBUTION LINE CLEARANCE, STREET AND NIGHTWATCHMAN LIGHTS
Version 1.2, updated 03/30/2020

1. PROPOSAL FORMAT

Prefacing the proposal, the Proposer shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the proposal. The proposal itself shall be organized in the following format and informational sequence:

A. City of Austin Purchasing Documents

See submittal documents on page two of Offer Sheet.

B. Authorized Negotiator

Include name, address, and telephone number of people in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

C. Exceptions

Identify any exceptions you are requesting to the terms, conditions, and services described in any portion of this Solicitation. Explain the reason for the exception and include proposed language for any alternative term. Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal

D. Business Organization: State full name and address of your organization and identify parent company (including location and contact information) if you are a subsidiary. Provide similar information about any subcontractors or partners being utilized in the delivery of the requirements of the Scope of Work. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.

E. Program- (including requirements, implementation, staffing, safety, production levels):

Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal. At a minimum provide:

i. Requirements:

- a. Define in detail your understanding of the requirements of this request for proposal and your plan to accomplish the work. Describe all factors that contribute to the effectiveness of your services.
- b. Provide a statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities.
- c. Elaborate on your company's quality assurance program to demonstrate work efficiency and safety in accordance with the Scope of Work.
- d. Provide information on your strategy and approach to comply with Exhibit G-Customer Notification Process and Exhibit H-Customer Resolution Process to ensure efficient and effective services as required under this Solicitation.
- e. Describe your approach to meeting the requirements of Storm Restoration Events and Priority Response needs as described in the Scope of Work, Section 0500.

ii. Implementation

- a. Describe your plan for contract initiation. Provide details of ramp up with estimated timeline to be fully staffed and equipped per the requirements in this Solicitation.
- b. Describe the materials and equipment you will use to perform the services under this contract. Additionally, provide a list of available equipment beyond the required minimum specified and the corresponding rates.

iii. Staffing

CITY OF AUSTIN
PURCHASING OFFICE
SECTION 0600: PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP 1100 EAL3011
DISTRIBUTION LINE CLEARANCE, STREET AND NIGHTWATCHMAN LIGHTS
Version 1.2, updated 03/30/2020

- a. Provide details on your recruiting and retention program of employees, and how you will ensure staffing levels continue to be met
- b. Detail your proposed training program for employees.
- c. Provide information on your employee evaluation plan. What is the frequency and how will you provide observation and feedback to employees through the Contract?
- iv. **Safety**
 - a. Describe your safety program and how you will ensure compliance under the requirements of this Solicitation. What additional safety practices do you take to ensure protection of employees, electric utility customers, and the public?
 - b. Describe your firm's safety training program.
- v. **Production Levels**
 - a. Define your company's standard production levels for performing energized Street and Nightwatchman lights pruning for low density, mid-density, and high-density areas.

F. Experience and Qualifications

- i. **Minimum Qualifications:** Offerors that do not meet the minimum qualifications will be deemed non-responsive and will not be considered for award.
 - a. **Safety:** Offeror shall have a safety program in place. Provide a copy of your complete safety manual with your response so the City may validate this requirement.
 - b. **OSHA Training:** Offeror shall comply with and provide training of OSHA 29CFR 1910.269 Electric Power Generation, Transmission, & Distribution. Provide documentation demonstrating your compliance and training so the City may validate that Offeror meets this requirement. Provide OSHA training records for employees and OSHA training employee certificate. Provide EHAP Accreditation training certificate if applicable.
 - c. **ANSI A300 Training:** Offeror shall comply with and provide training of ANSI A300, (Part 1) – 2017 Pruning - "Tree, Shrub and Other Woody Plant Management—Standard Practices (Pruning)". Provide ANSI training records for employees as documentation demonstrating compliance and training so the City may validate the Offeror meets this requirement.
 - d. **ANSI Z133-2017 Training:** Offeror shall comply with and provide training of ANSI Z133- 2017, "For Arboricultural Operations – Safety Requirements". Provide ANSI Z133 training records for employees as documentation demonstrating compliance and training so the City may validate that Offeror meets this requirement.
 - e. **Minimum Experience:** The City considers Corporate Experience as work conducted by Offeror's employees, not individual experience resulting from work at another firm. The City considers same or similar services as Vegetation Management (VM) services for energized line work where Contractor has managed at least 15 VM personnel (per labor classifications, Exhibit D) on an ongoing basis. From your Corporate Experience provided in F.ii.a, provide a statement of how Offeror meets the Minimum Qualifications requirement of three (3) years of Corporate Experience providing the same or similar services described in the Scope of Work. The Minimum Qualification Experience must be within the last 5 years.
- ii. **Corporate Experience:**
 - a. Describe only relevant Corporate Experience providing energized vegetation management services. Do not include experience prior to 2009. At a minimum provide:
 - 1) Corporate experience with other similar utilities.

CITY OF AUSTIN
PURCHASING OFFICE
SECTION 0600: PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP 1100 EAL3011
DISTRIBUTION LINE CLEARANCE, STREET AND NIGHTWATCHMAN LIGHTS
Version 1.2, updated 03/30/2020

- 2) A minimum of three Corporate References - The City at its discretion may check references and/or past/current clients in order to determine the Offeror's experience and ability to provide the services described in this Solicitation. References shall indicate a record of positive past performance. References shall include the following:

- organization name;
- month and year(s) services were provided from start to end;
- brief description of services provided and a statement if the work was on energized lines;
- quantity of VM personnel working on the contract or project;
- total cost of the project; and
- valid reference name, title, address, phone number, and email address of a principal person who represents the organization and can speak to the services based on the involvement at the time of delivery.

- b. **OSHA 0300 Logs:** Provide the most recent 3 years of OSHA 0300 Logs to demonstrate prior experience performing services safely.

iii. **Personnel:**

- a. Include names and qualifications of all key personnel who will be assigned to this project. Do not include experience unless personnel assigned to this project will actively participate for more than 40 hours per year. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide resumes for each. All billable personnel shall meet the Requirements for the labor classification proposed as required in Exhibit D, Street and Nightwatchman Labor Descriptions.
- b. Project Management Structure - Provide a general explanation and an organizational chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel. Personnel listed cannot be changed without written approval by Austin Energy. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.

- H. **Price:** Offeror shall enter pricing information in Exhibit E – Employee/Equipment/Materials Rate Form to establish unit rates. The Total Estimated Price for Employees, Equipment, and Materials on Exhibit E will be used as the basis for price evaluation. The City will award points in the Price category using a ratio method. The Offer with the lowest Total Estimated Price for Employees, Equipment, and Materials will receive 100% of available points for the Price category. All other Offers will receive a percentage of available points in this category based on their relative distance to the lowest.

2. **LOCAL BUSINESS PRESENCE:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a

CITY OF AUSTIN
PURCHASING OFFICE
SECTION 0600: PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP 1100 EAL3011
DISTRIBUTION LINE CLEARANCE, STREET AND NIGHTWATCHMAN LIGHTS
Version 1.2, updated 03/30/2020

firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

3. **SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE ("SDVBE"):** Pursuant to the interim Service-Disabled Veteran Business Enterprise (SDVBE) Program, Offerors submitting proposals in response to a Request for Proposals shall receive a three point (3 percent) preference if the Offeror, at the same time the proposal is submitted, is certified by the State of Texas, Comptroller of Public Accounts as a Historically Underutilized Business and is a Service-Disabled Veteran Business Enterprise. This preference does not apply to subcontractors. To receive this preference, Offerors shall complete the enclosed Section 0840 Service-Disabled Veterans Business Enterprise Preference Form, in accordance with the Additional Solicitation Instructions included therein.
4. **PROPOSAL ACCEPTANCE PERIOD**
All proposals are valid for a period of one hundred and eighty (180) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.
5. **PROPRIETARY INFORMATION**
All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
6. **PROPOSAL PREPARATION COSTS**
All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.
7. **EVALUATION FACTORS AND AWARD**
 - A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

The anticipated annual Contract Award amount is a Not-To-Exceed amount of \$1,000,000.

B. Evaluation Factors:

i. 100 points.

(1) Program *(including requirements, implementation, staffing, safety, production levels)*.: – 40 points

(2) Experience and Qualifications – 27 points

CITY OF AUSTIN
PURCHASING OFFICE
SECTION 0600: PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP 1100 EAL3011
DISTRIBUTION LINE CLEARANCE, STREET AND NIGHTWATCHMAN LIGHTS
Version 1.2, updated 03/30/2020

- (3) Price [Exhibit E] – 20 points
- (4) Service-Disabled Veteran Business Enterprise Preference (3 points)
- (5) LOCAL BUSINESS PRESENCE (Maximum 10 points)

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

- ii. Presentations, Demonstrations Optional. The City will score proposals on the basis of the criteria listed above. The City may select a "short list" of Proposers based on those scores. "Short-listed" Proposers may be invited for presentations, or demonstrations with the City. The City reserves the right to re-score "short-listed" proposals as a result, and to make award recommendations on that basis.